

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 28, 2013
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, James VanderRoest, and Cheryl TenBrink

Absent: Robert Brown and Valerie Wright

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshhyah Khazad, 710 Collins St., Apt. 1202, addressed the Board concerning the level of noise at Central Library. He told the Board children were often throwing tantrums and patrons were talking on their cell phones. The headphones he received from M. Cockrell did not work to keep out the noise, he claimed, and asked if this were a joke.

Director Rohrbaugh said this offer was not a joke but that the library simply wanted to offer him a free set of the headphones to help drown out the noise A. Khazad hears when frequenting the library. These headphones were the type the library sold and are not expected to be the best quality but low cost for those patrons who wish to listen to the sound on the public computers.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of September 23, 2013*

B. *Personnel Items*

- **Retirement**

Carolyn Gaff announced her retirement from KPL effective November 15, 2013. She held the KPLSP FTE 0.5 Library Assistant 3 position within Local History. Carolyn began work at KPL in September 2002.

- **New Hires**

Roberto Stokes joined the salaried staff on October 7, 2013 in the KPLSP Library Assistant 3 FTE 1.0 position within the Facilities Management department recently

vacated by Jim Keep. Roberto came to KPL with background in manufacturing and custodial services.

Mikalene Henry joined the salaried staff on October 16, 2013 in the KPLA Library Associate FTE .75 Youth Outreach Associate position. As an Americorps member, Mikalene served as a Reach Out and Read Coordinator and Healthcorps Navigator at Cherry Street Health Services in Grand Rapids prior to coming to KPL.

Discussion: Director Rohrbaugh introduced M. Henry to Board members. She told them M. Henry was the replacement for A. Enyedi and, with planning for the Spelling Bee already underway, she was involved from day one. Director Rohrbaugh said Board members should expect to see M. Henry again soon at the Bee.

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending September 30, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending August 31, 2013.

Discussion: D. Schiller addressed a typo in the cover page of the financial reports. She read the cover as it should have been with the Board accepting the Financial Reports for the month ending September 30, 2013 rather than August 31, 2013. J. VanderRoest noted the library is where it ought to be spending down its reserves set aside for the first half of the fiscal year.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2013.

MOTION CARRIED 5-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *2012-2013 Audit – Tom Cole and Corey VanDyke*

Recommendation: Director Rohrbaugh recommended the Board accept the audited financial statements for the year ending June 30, 2013.

Executive Summary: T. Cole and C. VanDyke were present for the acceptance of the audited statements for the year ending June 30, 2013. C. VanDyke presented a slideshow comparing KPL in year's past with the 2012-13 fiscal year and with other Class VI libraries in Michigan.

Discussion: Director Rohrbaugh introduced T. Cole and C. VanDyke from Plante and Moran, PLLC. She said the audit had been gone over in detail with the Finance and Budget Committee. C. VanDyke said the staff from Plante and Moran uncovered no significant deficiencies during the audit. The presentation began with a pictorial representation of the general fund and he noted there were no significant changes between the 2011-12 and 2012-13 fiscal years. Revenue and expenditures fell slightly and comparably. A greater percentage of money was spent during the 2012-13 fiscal year for materials and retirement costs for MPSERS rose.

J. VanderRoest drew attention to the steady decrease in revenue since 2010 as shown in one of the slides. He said the library had done a good job cutting expenditures to keep pace with this continual decrease in revenue. J. VanderRoest helped explain a slide showing the library's cash

reserves saying the \$3.8 million labeled “committed” was money the library had built up over the years. Because of the way the fiscal year falls, half of the year is already over before KPL is able to collect levied taxes. The \$3.8 million is savings the library runs off of prior to taxes being levied. In the past, the library would have had to borrow this money.

C. VanDyke then compared KPL with other Class VI libraries in Michigan. He compared revenue and expenditure sources saying KPL was very close to Class VI averages when debt expenses are excluded from expenditures. He said KPL tried to keep materials expenditures approximately 11% and for the 2012-13 fiscal year materials were 10.9% of expenditures. The total paid FTE’s for KPL is larger than the average though Librarian FTE’s is close to average. C. VanDyke said this may have to do with the number of branches KPL has. D. Schiller said KPL have FTE’s dedicated to the Business Office, HR and other areas that many libraries in the state don’t have because they are tied to city or county government where those services are provided.

Though the average service population for Class VI libraries is similar to KPL’s service population, KPL’s circulation is 34% higher. Average circulation for KPL is 14.0 items per person while the Class VI average is 9.9 items per person.

Discussion: L. Godfrey asked if she could receive copies of the graphs from the presentation. J. VanderRoest said the Budget and Finance Committee had already received copies but the rest of the Board should receive copies as well. T. Cole and C. Van Dyke said these copies would be made available and thanked the staff for being accommodating through the audit process.

MOTION: F. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2013.

MOTION CARRIED 5-0.



B. Prohibited Substances Use and Abuse Policy

Recommendation: Director Rohrbaugh recommended the Board approve the “Prohibited Substances Use and Abuse Policy” to replace the policy originally adopted in August 1990.

Executive Summary: As part of the library’s ongoing policy review, the recommended policy was revised to broaden and clarify the definition of prohibited substances and the conditions under which drug testing would be conducted and consequences incurred. Management believes that this policy provides more definitive guidelines and procedures enabling the Library to better maintain an alcohol- and drug-free environment.

This policy was reviewed by the Library’s legal counsel prior to submission to the Personnel Committee. It was reviewed by the Personnel Committee and came to the full Board with committee support.

Upon Board approval, this policy became effective immediately and would be incorporated into new employee handbooks for all employee groups that will be rolled out in January 2014. Reasonable suspicion training for management and supervisors would be carried out over the next several months.

Discussion: Director Rohrbaugh said this policy came to the full Board after much discussion. It was reviewed by the library’s legal counsel, the Personnel Committee and both unions. J. VanderRoest asked for clarification that medical marijuana was a prohibited drug. T. New

confirmed it was. J. VanderRoest noted marijuana would stay in a person's blood stream for a long time. T. New said she was planning to use Forensic Fluids for any testing that needed to be done and the library would take into account the length of time certain prohibited substances may remain measurable in a person's body following use. L. Godfrey confirmed reasonable suspicion training would be given to managers and supervisors.

MOTION: L. GODFREY MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE "PROHIBITED SUBSTANCES USE AND ABUSE POLICY" TO REPLACE THE POLICY ORIGINALLY ADOPTED IN AUGUST 1990.

MOTION CARRIED 5-0.



C. Budget Revision

Recommendation: Director Rohrbaugh recommended the Board approve a revision to the 2013-2014 General Fund Budget to include \$7,450 for inspections, prevention, and treatment of bed bugs, and a revision to the Capital Improvement Plan budget to include \$9,245 for purchase of a thermal chamber or heat treat tent.

Executive Summary: The treatment of books and materials for bed bugs has continued since last winter with the portable Pack Tite units as well as inspection and treatment of KPL facilities. However, it became apparent that a solution was needed for treatment of items larger than the portable heat units allowed, particularly for upholstered furniture. In addition, closer monitoring, preventative and spot pesticide treatments are proving necessary to control outbreaks from becoming infestations. While a portion of the inspection and treatment costs are budgeted, the library was in need of additional funds to purchase a larger unit capable of heat treating furniture and for additional pesticide and inspection services system-wide before the cold weather season.

Canine inspections, preventative and spot treatments (General Fund Budget)	\$ 7,450
Portable Thermal Chamber (8'x8'x7') (Capital Budget)	\$ 9,245
Total Budget Revision Requested	\$ 16,695

The budget revisions for the above bed bug mitigation plan have been reviewed and are recommended by the Finance and Budget Committee.

Discussion: Director Rohrbaugh said this third and final recommendation had been reviewed and was supported by the Finance and Budget Committee. She said the library was still on course for a midyear budget revision, however, management did not want to wait on this budget revision until that time. She said dealing with bed bugs was an ongoing problem at the library. The \$7,450 cost would be an ongoing cost to spot treat furniture and undertake canine inspections. The \$9,245 would be a one-time cost to purchase the heat tent to treat larger furniture and batches of materials onsite.

L. Godfrey asked if the tent folded up. Director Rohrbaugh said it did fold up and would likely be housed in the garage at Central Library. B. Caple asked what the life expectancy of the tent was. S. Lindemann said she was unsure because this was a new product. She said the expensive aspects of the tent were the heating elements and sensors.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE A REVISION TO THE 2013-2014 GENERAL FUND BUDGET TO INCLUDE \$7,450 FOR INSPECTIONS, PREVENTION, AND TREATMENT OF BED BUGS, AND A REVISION TO THE CAPITAL IMPROVEMENT PLAN BUDGET TO INCLUDE \$9,245 FOR PURCHASE OF A THERMAL CHAMBER OR HEAT TREAT TENT FOR TREATMENT.

MOTION CARRIED 5-0.



REPORTS:

D. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh said this was the first report under the new Strategic Plan. She acknowledged the library was still somewhat finding its way, specifically with objectives that were new such as 1.4 and 3.5. These objectives include the AWEs which cannot be divided by age group as the objectives were written. No surveys had been completed yet but generally all objectives were on target. Director Rohrbaugh reminded Board members that not all objectives were evenly spaced throughout the year.

Discussion: L. Godfrey said she heard a report on NPR that parents should take devices away from their children. Director Rohrbaugh said the library was offering programs both with and without electronic devices. S. Warner said the American Academy of Pediatrics recommended no screens for children. The library was trying to guide and support parents to use screens with their children responsibly and give them the tools to make their own decisions about what is appropriate and what is not. B. Caple said he had heard a related story that encouraged parents to participate with their children. S. Warner said this was why it took a lot of parent involvement to fully understand joint media engagement.

J. VanderRoest brought up objective 5.4 asking if the number of attendees at adult programs was expected to rise during the winter. Director Rohrbaugh said winter programming often had higher attendance and would include Reading Together.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. Hoopla Demonstration: streaming video and audiobook service – Michael Cockrell

Report: M. Cockrell explained Hoopla was streaming video and audio from Midwest Tape. He said they have been working on the platform for a while and there is now quite a bit of competition between companies offering this type of service. Part of the problem with these types of services is limited content. With more and more people using Netflix and iTunes, patrons are very comfortable with streaming media.

Hoopla not only offers movies on demand 24/7, it also offers streaming audiobooks and music. M. Cockrell said a patron's library card is authenticated through KPL's system. It is easy to use and Hoopla has the best content and platform based on what M. Cockrell has seen. He added Midwest Tape is one of the few library vendors that he never hears a bad word about from other libraries.

Discussion: L. Godfrey asked about the content saying the ebook content the library had access to was not necessarily very good. M. Cockrell said this service was experiencing the same types of issues but this was the best mix of content the library had seen, adding there were many TV

shows available for viewing through Hoopla. L. Godfrey said there seemed to be a lot of children's materials. M. Cockrell said the library wasn't choosing the content it wanted and anything Hoopla could offer based on the deals they have struck, patrons at KPL would be able to access. He said new blockbusters were not what was being offered through Hoopla. He encouraged Trustees to look at the content saying he anticipated they would find something they liked.

M. Cockrell explained the fee structure for Hoopla saying the library would pay an advanced fee which would be debited each time a patron streamed something. He said the library would not have to use this entire advance fee which could be refunded if it is not spent with Hoopla. He drew attention to the handout he administered with the chart of price ranges. The price range for items is \$0.99-2.99.

B. Caple asked what would happen if a patron started a movie and wanted to finish it later. M. Cockrell said that was fine. L. Godfrey confirmed the library would only be charged once. J. VanderRoest asked what happened if a patron checked out a movie and they didn't like it. M. Cockrell said the library would still be charged. He said patron access could be limited by the library including what types of things could be streamed and how much a specific patron could check out. M. Cockrell said he hoped the library could begin offering the service in mid-November.

M. Cockrell said Midwest Tape was currently having a difficult time differentiating between resident and reciprocal borrowers but that this was a priority for the next version of the software. He showed a demo of the product and said the library wanted to make sure it worked smoothly before doing a big marketing push. C. TenBrink asked if the due dates for this digital content could be the same as for physical content at the library. M. Cockrell said they could. F. Brown asked if KPL could pull out at any time. M. Cockrell said KPL could and this was important since Midwest Tape could lose a deal at any time. He said Midwest Tapes had a great reputation and was well known in the library field which is why KPL waited to sign up for this type of service with them. F. Howe reminded Board members KPL could cancel at any time and use the advance towards other purchases or receive a refund.

F. Brown asked if M. Cockrell had experienced any problems with the service. M. Cockrell said the demo content was very limited but it had been very easy to use so far and very similar to Netflix. He added the library would receive free Marc records for the top 200 items from each format that could be integrated into the catalog. L. Godfrey asked if there was a waiting list for materials. M. Cockrell said it was on demand so there was no waiting list. L. Godfrey asked what was available from PBS. M. Cockrell said Masterpiece Theater was one of the things available. He said he envisioned classrooms using some of the available PBS materials for class.

Disposition: Trustees thanked M. Cockrell for his report.

F. Legislative Report – Diane Schiller

Report: D. Schiller said Senate bills 489 and 490 had been passed with adjustments to the personal property tax legislation. The threshold of those first exempted has been increased to \$80,000. D. Schiller said legislators were also tweaking the filing date for exemption. Another part of the original bills being clarified is how the value of personal property is determined. All personal property by a tax holder will be lumped together into one. Tax holders cannot divide their personal property into a number of different smaller parcels so that they may each

individually equal less than \$80,000 and therefore be exempt in the first year. D. Schiller said she had been talking to local assessors and most commercial and industrial personal property tax will be affected by this law. Utility personal property does not qualify, however.

D. Schiller updated Board members on other pending legislation which may have an effect on the library: HB 4887 would require millage votes to be held in November elections only; HB 4104 would add libraries to the places where concealed weapons cannot be carried; SB 541-545 would clarify what counts as qualified medical expenses for health care and would increase the medical cap for two person coverage; and passed by the house but remaining in the senate was HB 4393, pushing the filling date for ballot language from 70 days to 84 days prior to the election.

Disposition: Trustees thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee had met to review the audit and the budget revision recommendations above. Another meeting for the committee has been set for November to review the materials for the special Board meeting on November 25, 2013.
- B. *Personnel Committee*—L. Godfrey said the committee had met to review the Prohibited Substances Use and Abuse Policy.
- C. *Fund Development and Allocations Committee*—no meeting.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had an update on the building project. She told Board members they could begin to see the shape of the Children's Activity Room. The Local History area was mostly completed other than the entrance, and audiobooks and magazines had been moved to the rotunda.

VII. OTHER BUSINESS

A. *Board Nominating Committee*

Report: President TenBrink said a nominating committee chaired by L. Godfrey would meet to discuss who the officers for the Board would be for the next year. The committee would be composed of L. Godfrey, B. Caple, and R. Brown. The slate of officers will be presented at the December meeting, President TenBrink said, and voted on at the January Board meeting.

B. *Director's Report*

Report and Discussion: Director Rohrbaugh reminded Board members of the special Board meeting in November as mentioned in item six of the Director's Report. She said the staff was working on financial forecasts and information regarding the renewal of the second smaller millage. She was preparing a Q&A sheet which would include questions about language, timing of the vote, whether the two individual millages should be combined into one and the implications of this if it were to be done, and the duration of the smaller millage. B. Caple said he heard discussion about possibly relocating the meeting. Director Rohrbaugh said this had been talked about but the decision had been made to keep it at the library. If the two millages were combined, J. VanderRoest wondered, would the larger millage, renewed in 2009, be

extended to 2034? Director Rohrbaugh confirmed it would be and also mentioned if the combined effort were to fail, the larger millage would remain in effect until 2029. L. Godfrey said the library could then consider returning to the voters in August or November 2014 to ask for simply a renewal of the smaller millage.

Director Rohrbaugh drew attention to item five and the article in Encore magazine about area libraries. She said there was also nice coverage of first grade visits and First Saturday in the latest Excelsior. She mentioned item eight started a string of successful programs held recently at the library. Lastly she mentioned item 13 saying K. King would be giving a report about the progress of the Digital Lab at the December Board meeting.

B. Caple asked about the progress of a combined KPS/KPL card. Director Rohrbaugh said the idea of having one card for both was dead because of the technical complexity of a combined card. The library had worked with KPS to develop a special type of card for students and faculty that was easy to setup and offered limited borrowing privileges. Students would be encouraged to convert this limited card to a card with full borrowing privileges by coming to the library. B. Caple asked if KPL would be tracking conversion of these cards. S. Warner confirmed the library would be saying conversion had to be initiated by the student who holds the card.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey commended staff for the way they have dealt with the ongoing complaints about noise at Central Library. She also mentioned she and B. Caple had attended a local meeting on the personal property tax legislation. She said the legislation was not well understood and assessors would be forced to hire new employees to take on the new work of determining who's exempt. B. Caple expanded on her comments saying the intent of the legislation was to be pro-business but the \$80,000 level of exemption was too low to attract new businesses. Those who fall under this exemption are small local businesses who would not have left the area regardless. J. VanderRoest said the legislature could have simply increased depreciation rates to help businesses.
- F. Brown said he was concerned about patrons smoking under the portico. He said he understood the library didn't have control of smoking on the sidewalks but he was concerned about children who were waiting outside under the portico of Central Library because the smoke in this area seemed very stagnant. Director Rohrbaugh said there was a sign in this area telling people where they could and could not smoke. F. Brown said he wasn't sure if the smoke was the result of people breaking the rules, just that it was present.
- J. VanderRoest told Board members he had recently answered phones at WMUK for their annual fund drive. One volunteer also working wanted to share with him how pleased she was about the great service she continually received at the Powell Branch. Another volunteer shared with him how daunted she felt with all the signs telling her to checkout her materials at the kiosks. Director Rohrbaugh said Board members should

feel free to give out her name and phone number to patrons who were concerned about this change and she would be happy to talk with them.

J. VanderRoest also said he had used Zinio for the first time and was able to get what he wanted. Lastly, he asked if the library had representatives at Bronco Bash. S. Warner said in the past the library had been at Bronco Bash gathering volunteers for Ready to Read. Director Rohrbaugh said the library has been there in the past but not recently. President TenBrink said she had been at Bronco Bash in the past with the Michigan Association of Railroad Passengers and she thought, in order to get attention, your table needed to have some sort of gimmick and she recognized both pros and cons of being at this type of event.

- President TenBrink said she had recently attended the Michigan Library Association Annual Conference in Lansing and really appreciated touring the vendors areas. K. King said President TenBrink's name had been mentioned in one of the keynote presentations he had attended on loyalty at the conference.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:25 p.m.

X_____
Fenner Brown
Secretary